

## LANCASTER COUNTY MAINTENANCE SUPERVISOR

### NATURE OF WORK

This is supervisory work with responsibility for maintaining and repairing an assigned building or facility within the County.

Work involves supervising and participating in the performance of varied maintenance, repair, alteration and construction activities including prioritizing, scheduling and assigning work. Work also involves inspecting assigned buildings or facilities to determine maintenance requirements; initiating repairs in assigned buildings or facilities including obtaining necessary materials and supplies to complete the repairs; and monitoring and maintaining heating and cooling systems. General supervision is received from an administrative superior with work reviewed in the form of conferences and results achieved. An employee in this class is expected to exercise considerable initiative and independent judgment in assigning, reviewing and performing work. Supervision is exercised over subordinates involved in maintenance, repair and custodial work.

### EXAMPLES OF WORK PERFORMED

Schedule, prioritize and supervise the work of maintenance and custodial staff assigned to specific buildings; supervise and participate in the work of building maintenance, repair and construction tasks, and ground maintenance including minor concrete work, painting, turf care and underground sprinkler system maintenance.

May supervise personnel engaged in the operation of boilers or maintenance of system components including computer-operated energy management systems.

Monitor and maintain heating, cooling, plumbing, electrical, and energy management systems within assigned buildings or facilities; inspect assigned buildings or facilities to determine maintenance requirements; initiate repairs including obtaining necessary materials and supplies to complete the repairs.

### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the standard practices, processes, materials and equipment used in the maintenance and repair of buildings and related equipment.

Considerable knowledge of building code and safety requirements.

Considerable knowledge of the hazards involved in building maintenance and repair work and of precautionary and safety measures to be taken.

Ability to inspect buildings and other facilities and to determine maintenance and repair requirements.

Ability to work from sketches, blueprints and oral and written instructions.

Ability to make accurate estimates as to time and materials required for repair and maintenance work.

Ability to plan, organize and supervise the work of trade workers, custodial staff and related workers.

Ability to perform heavy lifting.

Skill in the use of tools and in the operation of machines and equipment used in one or more building trades and facility systems.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent and experience in one or more of the building trades including some supervisory experience in building maintenance and repair work. A journeyman electrician's and/or plumber's license is desired.

#### MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent and experience in one or more of the building trades or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

#### NECESSARY SPECIAL REQUIREMENTS

Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

Approved by: \_\_\_\_\_  
Department Head Personnel Director

Revised: 2/01

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